



City of Tempe

EMERGENCY MANAGER

JOB CLASSIFICATION INFORMATION

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|--|----------------|---------------------------------|-------------------|
| <i>Job Code:</i> | 580 | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Fire | <i>Salary / Hourly Minimum:</i> | \$77,027 |
| <i>Supervision Level:</i> | Non-Supervisor | <i>Salary / Hourly Maximum:</i> | \$103,469 |
| <i>Employee Group:</i> | UAEA | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Emergency Manager |
| <i>Safety Sensitive / Drug Screen:</i> | Yes | <i>EEO4 Group:</i> | Professionals |
| <i>Physical:</i> | No | | |

REPORTING RELATIONSHIPS

Receives general direction from the Assistant Fire Chief over Community Risk Reduction.

Coordinates the Community Emergency Response Team (CERT)

MINIMUM QUALIFICATIONS

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|---------------------------------|--|
| <i>Experience:</i> | Three (3) years of experience in emergency management administration and development to include experience in developing and administering associated plans, policies, and procedures. |
| <i>Education:</i> | Bachelor's degree in Emergency Management, Public Administration, Government Management, or degree related to the core functions of this position. Master's degree in Public or Business Administration, Government Management, Emergency Management or related field is preferred. |
| <i>License / Certification:</i> | Possession of a valid driver's license. |
| <i>Additional:</i> | <ul style="list-style-type: none">● Completion of the Certified Emergency Manager (CEM) program through the International Association of Emergency Managers (IAEM) within eighteen (18) months of hire.● Completion of the Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 courses.● Completion of All-Hazards Incident Management Team (AHIMT) course within first eighteen (18) months of hire. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Coordinate and serve as a lead in actual or potential emergency preparedness or response efforts. Integrate and coordinate the emergency management program of mitigation, preparedness, response, and recovery using a community-based approach. Develop and update the Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), reunification and mitigation and recovery plans.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Coordinates and serves as a lead in actual or potential emergency preparedness or response efforts. Integrates and coordinates the emergency management program of mitigation, preparedness, response, and recovery using a community-based approach.
- Develops and updates the Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), reunification and mitigation and recovery plans.
- Creates and updates performance measures related to emergency management and resilience for the City.
- Develops contractual agreements with partners as part of emergency preparedness (MOUs, IGAs, etc.).
- Serves as the City's liaison on emergency preparedness and resilience issues with the United States Federal Emergency Management Agency (FEMA), the State of Arizona Division of Emergency Management (DEMA), Maricopa County Department of Emergency Management (MCDEM), Arizona State University (ASU), Arizona Department of Homeland Security, the Federal Aviation Administration (FAA), and other local municipalities.
- Oversees and manages the Emergency Operation Center (EOC) ensuring operations planning and preparedness for emergency response. Oversees system compliance and applies disaster response and recovery during an emergency or exercise.
- Engages, collaborates, coordinates and communicates with internal departments, community resources and other stakeholders in providing information on emergency management, resolving problems and responding to requests. Provides information to the community on emergency preparedness and resilience.
- Provides and coordinates emergency management and resilience training programs, EOC drills and instruction in disaster preparedness, emergency operations and recovery procedures. Oversees ICS certifications. Advises and supports internal departments with emergency planning and coordinating interdepartmental activities to ensure effective emergency response.
- Develops cost estimates and makes budget projections. Administers the process for submitting federal and state reimbursement claims for the City's costs during and after emergency operations.
- Manages and coordinates special programs and projects including applying for and administering federal and state grants related to emergency management and resilience.
- Works with health departments and agencies, maintains awareness of public health issues and incidents, and coordinates activities related to the medical response program.

- Implements key resilient strategies throughout city operations and in the community that will help the city to withstand, respond to and adapt more readily to disasters.
- Represents the City on various internal and external task forces and committees.
- Reviews state and federal proposed legislation and provides recommendations.
- Coordinates and oversees the CERT program.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Traverse long distances during workday with or without an accommodation;
- Other physical labor essential to the classification (i.e. exerting up to 10 lbs. of force occasionally and/or negligible amount of force frequently or constantly to life, carry, push, pull, or otherwise move objects);
- Work in a stationary position for long periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May require working extended hours.
- May work alone for extended periods of time.

COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
|----------------------|---------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ: Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 2019